



THE SCHOOL OF ADAPTIVE COMPUTER TRAINING

To enhance the computer technical skills and marketability of people with disabilities and others affected by the digital divide.

Living and Working Online with Video Conferencing

Class Description:

Students will learn behaviors and techniques to facilitate and participate effectively and safely in an online virtual environment. They will learn to effectively host and participate online in video conferencing meetings.

SCHEDULE

10 hours of training in 1 week.

Monday — Friday

11:00 a.m. — 1:00 p.m.

Led by Instructor skilled in customer service with years of experience working with students with disabilities.

Topics Covered

- >> Virtual meeting technology requirements and options
- >> Online Professionalism
- >> Online Etiquette
- >> Creating the right environment:
- >> Optimize Camera and Microphone setup
- >> Surroundings
- >> Appearance
- >> Body language
- >> Virtual Backgrounds
- >> Managing noise
- >> Online risks and protection
- >> Hosting a meeting
- >> Participating in a meeting.
- >> Virtual job interviews
- >> Working from Home

Expected Student Outcomes

- >> Describe technology required to host or participate in an online meeting.
- >> Demonstrate ability to join an online meeting and effectively manage the technology:
 - >> Camera and microphone muting/unmuting
 - >> Using private and group chat effectively
- >> Demonstrate how to host a meeting:
 - >> Schedule a meeting
 - >> Invite meeting participants
 - >> Start a meeting
 - >> Admit and manage participants
 - >> Screen and eject unwanted participants
 - >> Share computer screen
- >> Describe how to create a professional environment for video conferencing
- >> Describe appropriate professional behaviors for online meetings

It's about employment and independence for people with disabilities. The rest is technology.

The School of Adaptive Computer Training | A program of Cerebral Palsy Research Foundation of Kansas, Inc.
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